SECTION 5 - FINANCIAL AID
(Bylaw 15)
Purpose: To complete NCAA Squad Lists in a timely manner to ensure eligibility of the student-athletes, prior to the first date of competition.

Responsibility: Athletic Compliance Office (ACO)
Head Coach
Sport Administrator
Financial Aid Office (FAO)
Faculty Athletics Representative (FAR)

Procedure:

1. Prior to the start of fall practice, the ACO, using NCAA Compliance Assistant (CA), will rollover the existing information from the previous academic year to the new academic year. New student-athletes are entered in as the coaches notify the ACO.
2. After the existing information has been rolled over for the new academic year, the ACO will begin to assemble the NCAA Squad List that is generated. The ACO will begin the process using the sports with the earliest 1st date of competition.
3. The ACO staff will input all new student-athletes into the CA with his/her general information.
4. The ACO will then input all athletic scholarship amounts for each student-athlete at the start of each term. The CA will calculate the team and individual equivalency limits. The Financial Aid Office will verify all athletic scholarship amounts for accuracy with the scholarship renewal lists for each sport.
5. At this time the ACO is also meeting with the Eligibility Certifying group. This group reviews all pertinent information to deem a student-athlete eligible or ineligible. This information is then put into CA by the ACO.
6. The ACO will also use the “Statement of Financial Support” to verify this information. The form is filled out by all student-athletes at the beginning of each year.
7. Following the data entry (financial aid and eligibility) of all information into the CA, the Head Coach of each sport will sign-off prior to the first competition verifying the accuracy of the Squad List. The Head Coach is responsible for verifying all information specifically: seasons of competition, dates of entry at collegiate institutions, recruited status and athletic scholarship totals. The Head Coach will sign and date the squad list confirming the accuracy of the information.
8. The Squad List is also signed by the Director of Athletic, ACO, Registrar’s Office (Certifying Officer), FAR.
9. The squad list is distributed to the Conference Office, Head coach, Sport Operations, Registrar’s Office, Financial Aid Office, Athletics Business Office, the FAR, the SAAC and SWA/Chief of Staff (depending upon the sport).
10. THIS SYSTEM IS REPEATED FOR ALL SPORTS PRIOR TO THE FIRST COMPETITION.
11. The ACO will keep the most up-to-date squad lists in the office at all times.
12. Throughout the academic year it will be necessary to update each Squad List as there are roster additions and deletions, as well as changes in a student-athlete’s financial aid package, and eligibility. The ACO will be responsible for repeating the process as changes occur in any area in CA and “JumpForward”.
13. Also see Squad List and “JumpForward” Eligibility Report Policy and Procedure in Section 4 under Participation.
ALL NCAA SQUAD LISTS FOR EACH SPORT MUST BE COMPLETED AND SUBMITTED TO THE CONFERENCE OFFICE PRIOR TO EACH SPORTS’ FIRST DATE OF COMPETITION EACH YEAR, INCLUDING SCRIMMAGES AND EXHIBITIONS, AND THEN UP-DATED AS REQUIRED.
ATHLETIC SCHOLARSHIP
RENEWALS, REDUCTION OR
CANCELLATION PROCEDURE

Purpose: To ensure the completion of the NCAA-required renewal, nonrenewal, and reduction letters detailing FIU’s athletic grant-in-aid for the upcoming year are within NCAA rules and regulations.

Responsibility: Athletic Compliance Office (ACO)
Financial Aid Office (FAO)
Head Coach

Procedure:

1. **By April 1**, the Athletics Compliance Office (ACO) will produce for each sport a Scholarship Renewal List for the upcoming academic year. This list will detail the scholarship equivalency awards for the upcoming academic year. This information will be based on the scholarship equivalencies that the student-athletes received the previous academic year.

2. The ACO will then send the Head Coach a copy of the Scholarship Renewal List. One week after sending the Scholarship Renewal List to the Head Coaches, the ACO will schedule a meeting with each Head Coach to discuss the scholarship awards.

3. As soon as the championship segment is completed, or at the latest **May 10 each year**, the head coach should meet with the individual student-athlete to discuss their scholarship award for the following year and have them sign their financial aid agreement at that time. This should then be returned to the ACO by **May 10**.

4. In the case that there are non-renewals or reduction of athletics aid, the Head Coach shall complete the **Athletic Scholarship Non-Renewal or Reduction Form** and submit it to the ACO. Once the form has been completed and approved by the appropriate entities, it will be processed.

5. **By May 12**, or earlier if required, the ACO initiates the communication with the Financial Aid Office (FAO) regarding the renewal, non-renewal and reduction process by submitting the appropriate form for signature.

7. A student-athlete can VOLUNTARILY relinquish the athletics aid for any reason, by completing, signing and submitting the **SA Voluntary Relinquishment Form** to the ACO.

9. Following the completion of the renewal, non-renewal and reductions process, the ACO will update the Head Coaches and Sport Administrator with the scholarship breakdown for each sport.

10. The ACO prepares the financial aid agreements for all returning student-athletes who have not exhausted eligibility and forwards to the FAO and Director of Athletics for their approval and signature and forwards these agreements to the FAO.

11. At the same time the FAO is also sending a copy of the renewal letter and financial aid agreement to the student-athlete for signature.

12. The ACO will work in conjunction with the FAO to process any request for a hearing/appeal by any student-athlete (or their family in compliance with applicable FERPA guidelines). Once official notice has been given to the student/family requesting the hearing, the Director of...
Financial Aid will notify the ACO of the date/time of the hearing. The ACO will forward this information to the Director of Athletic, Sports Administrator and the Head Coach.

13. A copy of the signed renewal letters and financial aid agreements will be filed in the ACO student-athlete file and PDF copies are sent to the Head Coach and the FAO. The PDF will be files on the “Compliance Drive”; Financial Aid; YEAR; SPORT; as SA NAME-FA Agreement-DATE.

IN NO EVENT CAN THIS WRITTEN NOTIFICATION BE POSTMARKED AFTER JULY 1.
ATHLETIC SCHOLARSHIP REQUEST FORM

Complete and submit all information on prospective student-athletes/student-athlete to whom you wish to send a Athletic Financial Aid Agreement. Then please submit to the Director or Athletics or Senior Associate Athletics Director for signature. Once signature is acquired, return to the Athletics Compliance Office at least one week prior to requested date of issuance. **Please verify that all information and spelling is correct.**

<table>
<thead>
<tr>
<th>Sport: ____________________________</th>
<th>Date to be Issued: _____________________________</th>
</tr>
</thead>
</table>

Prospect Information (Domestic ________ or International ________)

<table>
<thead>
<tr>
<th>Complete Proper Name:</th>
<th>Last</th>
<th>First</th>
<th>M.I.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Security #:</td>
<td></td>
<td>Date of Birth:</td>
<td>Parent’s Name(s):</td>
</tr>
<tr>
<td>Parents Home Address:</td>
<td>Street Name and Number</td>
<td>City</td>
<td>State/Country</td>
</tr>
<tr>
<td>PSA/SA Email:</td>
<td></td>
<td>Home Phone: (______)</td>
<td></td>
</tr>
</tbody>
</table>

Athletic Financial Aid Agreement (*Academic Year: _____*)

<table>
<thead>
<tr>
<th>Period of Award:</th>
<th>_____ Academic Full Year</th>
<th>Spring Only</th>
<th>Fall Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Award:</td>
<td>_____ National Letter of Intent &amp; Athletic Aid Award</td>
<td>Athletic Aid Award Only</td>
<td></td>
</tr>
<tr>
<td>Amount of Scholarship:</td>
<td>_____ Full (Tuition, Fees, Room, Board &amp; Books)</td>
<td>_____ Partial</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Amount $ __________________</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

General Information:  High School: ______ Transfer: ______

Registered with NCAA Eligibility Center & on FIU’s IRL?  YES _____ NO _____

Name of last school attended: ________________________________________________

Required Signature

Head Coach’s Signature: __________________________________________ Date: ______

Physical Submitted & Approved: YES _____ NO _____ Date _________________

Athletics Compliance Signature: __________________________________ Date _________________

AD or Designee Signature: __________________________________ Date _________________
Financial Aid Office

**Athletics Financial Aid Agreement**

**Sport:**

**Name:**
**Date Issued:**

We are pleased to inform you that you have been awarded financial aid based on athletic ability for a college education at Florida International University. This award is made in accordance with institutional regulations and the applicable provisions of the Bylaws and Constitutions of the National Collegiate Athletic Association (NCAA).

The term of this award does not exceed a one academic-year time period; however, it is renewable subject to the renewal policies of Florida International University and the NCAA. You will be notified no later than July 1st of the ensuing academic year whether or not your scholarship has been renewed.

**2014-2015 Academic Year**

**Period of Award:**
- [ ] Full Academic Year
- [ ] Fall
- [ ] Spring

If awarded for just one term, please state why: __________________________________________________

**Type of Award:**
- [ ] Initial
- [ ] Renewal

**Amount of Award:**
- [ ] Full Scholarship
- [ ] Partial Scholarship
  Amount: $ __________________________

**Please note that summer school financial aid is awarded separately.**

_________________________     _________________________       _____________________  
**Director of Financial Aid**              **Director of Athletics or Designee**  **Head Coach or Designee**

My signature on this document certifies that I have read and understand the conditions set forth and intend to abide by them while I am a student-athlete at Florida International University.

_________________________      _________________________      _____________________  
**Student-Athlete Signature**         **Date Signed**    **Panther ID (if applicable)**

_________________________      _________________________  
**Parent Signature**          **Date Signed**

**Please see back page for terms of agreement.**

Rev. 6/1/2013

Florida International University
11200 SW 8th Street, Miami, Florida 33199
FIUSports.com
An Equal Opportunity/Equal Access Employer and Institution
The financial aid is dependent upon:

1) Your fulfillment of Florida International University admission requirements;
2) Your fulfillment of all Florida International University, Conference and National Collegiate Athletic Association eligibility requirements (initial & continuing); and
3) If this Athletics Financial Aid Agreement is issued with a National Letter of Intent, it must be in accordance with National Letter of Intent procedures stated in that document.

By signing this offer of financial aid, I understand that:

1) I must conduct myself in a respectable manner and in accordance with all NCAA, Conference and Florida International University rules and regulations at all times;
2) I must fulfill the continuing academic requirements expected of all Florida International University students and student-athletes;
3) I must abide by all rules and regulations set by the Director of Athletics and my Head Coach. This includes, but is not limited to, team rules, participation in intercollegiate competition, practice, training, conditioning and supervised meetings;
4) Your athletics aid will not cover repeat courses or graduate courses unless otherwise approved by the Director of Athletics;
5) If injured while participating in intercollegiate competition or activities supervised by a member of the coaching staff, this athletics award will be honored; and
6) Your athletics financial aid will not be increased, reduced or cancelled during the period of its award (not to exceed one academic year per NCAA regulations) on the basis of your athletics ability, performance or contribution to your team’s success, because of an injury or illness that prevents you from participating in athletics, or for any other athletic-related reason.

Athletics Aid MAY BE REDUCED OR CANCELLED during the term of this award if:

1) You become ineligible for intercollegiate competition [e.g., enrolled in less than twelve semester hours, academically ineligible by FIU and/or NCAA standards, etc.];
2) If countable financial aid (e.g., outside scholarships, grants) should be awarded to you that would cause you to exceed your athletic aid award (e.g., percentage), it may become necessary to reduce your athletics aid by an amount commensurate with NCAA guidelines;
3) You give false information on your application, National Letter of Intent or Athletics Financial Aid Award;
4) You engage in misconduct that violates the FIU disciplinary Code of Conduct and/or Student-Athlete Code of Conduct;
5) You voluntarily withdraw from the sport at any time for personal reasons;
6) You have any involvement in organized gambling that may result in your suspension from the team;
7) You violate NCAA or FIU drug-testing policies; or
8) You violate your respective team rules.

Athletics Aid WILL BE REDUCED OR CANCELLED if:

1) You sign a professional sports contract for your respective sport before you have exhausted eligibility;
2) You accept money for playing in an athletics contest; or
3) You agree to be represented by an agent (orally or in writing) or accept any benefit from an agent before you have exhausted eligibility; or
4) You receive other countable aid that causes you to exceed your individual financial aid limit.

Rev. 11/29/2012
Purpose: To ensure that Athletics Scholarships are awarded and distributed within NCAA, Conference and FIU guidelines.

Responsibility: Athletic Compliance Office (ACO)  
Financial Aid Office (FAO)  
Head Coach  
Faculty Athletics Representative (FAR)  
Conference Office

Procedure:

INCREASE DURING PERIOD OF AWARD, PREVIOUSLY ON AID

1. Per NCAA regulations, an athletics scholarship may not be increased during the period of the award (August through May) unless the increase is for non-athletics reasons (e.g., financial need).
2. If the Head Coach wishes to increase a scholarship during the period of the award (August through May), he/she must provide a written memorandum to the Athletic Compliance Office (ACO) indicating the proposed scholarship increase as well as a Financial Aid Request Form. The ACO sport person will then document that the increase is for nonathletic reasons.
3. ACO will initiate the approval process by communicating with the Director of University Athletics Compliance and the sport administrator. The ACO will notify the Financial Aid Office (FAO) to document that the addition will be within team limitations.
4. Subsequent to the approval by the ACO, the increase needs to be sent to the FAO, a new Athletics Financial Aid Agreement will be processed consistent with the increase. This will be signed off by, the FAO, Athletic Director and Head Coach.

INCREASE IF NOT PREVIOUSLY ON AID

1. If a student-athlete is not previously on an athletics scholarship, it is permissible to place the student-athlete on athletic scholarship at any time during the academic year, provided the sport is within its team limitations.
2. If the Head Coach wishes to award an athletics scholarship to such a student-athlete, he/she must provide a copy of the Financial Aid Request Form to the ACO indicating the proposed scholarship addition. ACO will initiate the approval process by communicating with the Director of University Athletics Compliance and sport administrator. The ACO will then notify the FAO to document that the addition will be within team limitations.
3. Subsequent to the approval by the ACO, a new Athletics Financial Aid Agreement will be processed consistent with the increase.
4. If the request for the addition of the scholarship occurs subsequent to the first day of classes, then the scholarship must be prorated from the day of the request. If the request occurs at the start of the second semester, the student-athlete may receive the full amount of the award for the second semester only.
DECREASE/CANCEL DURING PERIOD OF AWARD

1. Per NCAA regulations, an athletics scholarship may not be decreased or canceled during the period of the award (August through May) unless the decrease/cancellation is based on the student-athlete:
   2. Rendering himself/herself ineligible for intercollegiate athletics competition;
   3. Misrepresenting any information on his/her application, National Letter of Intent or Financial Aid Agreement;
   4. Engaging in serious misconduct that brings disciplinary penalty
   5. Voluntarily withdrawing from the sport for personal reasons.
   6. If the Head Coach wishes to decrease/cancel a scholarship during the period of the award (August through May), he/she must provide a Athletics Scholarship Non-Renewal/Reduction Request Form to the ACO indicating the proposed scholarship reduction/cancellation.
   7. ACO will notify the FAO of the reduction/cancellation and forward the Athletics Scholarship Non-Renewal/Reduction Request Form.
   8. The FAO will then send the student-athlete the reduction/cancellation letter (with NCAA rules attached) informing the student-athlete of the decision and their right to appeal the decision.

VOLUNTARY RELINQUISHMENT OF ATHLETICS AID

1. Should a student-athlete decided to voluntarily relinquish an athletics aid award, he or she must complete the Voluntary Relinquishment form in the ACO, without any coaching staff member present.
2. Once the form has been completed and signed by the student-athlete, the ACO will acquire the head coach’s signature and the athletics administration signature prior to processing.
3. The ACO will then process the request in conjunction with the FAO, ensure the appropriate corrections are made in the database and CA.
4. A PDF copy of the completed form will be distributed by ACO to the student-athlete, head coach and athletics administration, with the original filed in ACO UNDER THE “Compliance Drive”; Financial Aid; YEAR; SPORT; as SA NAME-Vol Relinquishment-DATE.
ATHLETIC SCHOLARSHIP REDUCTION, CANCELLATION, OR NON-RENEWAL

Must be completed to request a reduction, cancellation, or non-renewal of athletic scholarship.

Sport: _______________________________ Date of Completion: _________________________

Student-Athlete: _______________________ Panther ID: ______________________________

Reduction: ____  Effective Semester: __________  Cancellation: ____  Effective Semester: __________
Non-renewal: ___ Effective Semester: __________

Note: Per the NCAA, no reasoning is required for non-renewal between academic years

Reason for Reduction/Cancellation:
*If reduction/cancellation is during the period of the award, one of the following must apply per NCAA Bylaw 15.3.4 (check one):

a. _____ Student renders him or herself ineligible for intercollegiate competition;
b. _____ Student fraudulently misrepresents information on an application, NLI or financial aid agreement;
c. _____ Student Engages in serious misconduct warranting substantial disciplinary penalty; or
d. _____ Student voluntarily withdraws from a sport at any time for person reasons.

Other: _______________________________________________________________________________
_____________________________________________________________________________________

Specific Reduction Details:  

<table>
<thead>
<tr>
<th>Current Award</th>
<th>Amended Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

Tuition/Fees: ____________________________  ____________________________
Room: ____________________________  ____________________________
Board: ____________________________  ____________________________
Books: ____________________________  ____________________________
Insurance: ____________________________  ____________________________

Head Coach: ________________________________________   Date: ___________________
Athletics Compliance Office: ___________________________ Date: ___________________
Athletic Director/Sr. Assoc. AD: ________________________   Date: ___________________
Dir. Financial Aid: ___________________________________ Date: ___________________

Certified Mail Request: _________ YES _________ NO
SA VOLUNTARY RELINQUISHMENT OF ATHLETICS AID

Student-Athletes Name: _______________________  Sport: __________________________
Panther ID: _________________________________  Date: ____________________________

This form letter, if signed by you for one of the two reasons stated below, verifies that you relinquish the following:

1. Your right to athletically-related financial aid, and
2. Your right to a hearing of the cancellation of such athletics aid.

A. I, _____________________________ , am aware and understand that as a result of my voluntary withdrawal from the team, my athletic financial aid will end as of ___________________________. I recognize that I do not have a right to an appeal relative to this voluntary relinquishment of my athletics aid, and I hereby waive a hearing opportunity; OR

B. I, _____________________________ , am aware and understand that as a result of the opportunity for financial aid other than athletics, my athletics financial aid will end as of ___________________________. I recognize that in doing so, I do not have a right to an appeal relative to this voluntary relinquishment of my athletics aid, and I hereby waive a hearing opportunity.

I hereby certify that I understand the above mentioned, and that I have not be pressured into relinquishment of the athletics aid award by any peer, coach of staff member.

________________________________________  ____________________________________  
Student-Athlete Signature  Date

________________________________________  ____________________________________  
Head Coach Signature  Date

________________________________________  ____________________________________  
Athletics Administration  Date

________________________________________  ____________________________________  
ACO Signature  Date
ATHLETICS SCHOLARSHIP
REDUCTION OR CANCELLATION
APPEAL PROCEDURE

Purpose: To give the student-athlete the appeal opportunity mandated by NCAA legislation in situations where Department of Athletics decides to reduce or cancel an athletics scholarship.

Responsibility:
- Financial Aid Office
- Office of General Counsel
- Faculty Athletic Representative
- Head Coach
- Office of General Counsel
- Faculty Athletics Representative
- Head Coach

Procedure:
The Financial Aid Office (FAO) is responsible for organizing the appeal committee and conducting the appeal proceedings.

**Athletics Appeal Procedures**
The following outlines the process of appealing non-renewal athletic aid with the Financial Aid Office (FAO) at Florida International University.

1. After receiving a reduction or cancellation letter per NCAA bylaw 15.3.5.1, from FAO, the student-athlete has **15 days** from the date of the reduction or cancellation letter to submit an appeal. **The student-athlete must come to the FAO and request an Application For Final Appeal. The student-athlete must verify that the application is titled Application For Final Appeal.** No other type of appeal application from the FAO will be accepted. Student-athlete who fails to submit the appropriate application or an incomplete application within the **15 days** deadline will forfeit his/her hearing opportunity.

2. The student-athlete must complete the application, write a letter stating his/her circumstances, and submit any and all documentation to support his/her reason(s) for appealing the reduction or cancellation of athletic aid. The appeal must be submitted **directly** in hand to the FAO at FIU, University Park Campus. The application and documents will then be forward to the head of the Appeals Committee.

3. The Appeals Committee will send an e-mail notification to the student-athlete’s FIU webmail account stating his/her appointment time and room location to appear before the Appeals Committee. If the student-athlete fails to appear in front of the Appeals Committee, the student-athlete will forfeit their hearing opportunity per NCAA Bylaw 15.3.2.4 and a decision will be rendered without the student-athlete stating his/her case.

4. During the Appeals Committee hearing, a student-athlete may present witnesses and/or other evidence to support his/her case.

5. After the hearing, the decision of the Appeals Committee will be e-mailed to the student-athlete’s FIU webmail account, as well as to all respected parties within 3 to 5 business days. If the student-athlete appeal is approved, the Athletics Department will comply with the decision of the Appeals Committee and renew the Athletic Aid.

Procedure from the “University Athletics Appeal Process,” in the Florida International University, Financial Aid Office using University, State and NCAA regulations.
OUTSIDE AND INSTITUTIONAL
FINANCIAL AID AWARDS PROCEDURE

Purpose: To determine the financial aid from institutional and outside sources for all student-athletes and to determine if such aid is either exempt or countable in the sport’s team or student-athlete’s individual limits.

Responsibility: Athletic Compliance Office (ACO)
Financial Aid Office (FAO)
Faculty Athletics Representative

Procedure:

1. The PantherSoft system details each student-athlete’s financial aid, including name of award and amount awarded.
2. The Statement of Financial Support can be found in the demographic/historical packet administered during the annual NCAA Squad Meetings in the fall. This allows for verification of all student-athletes, including non-athletics scholarship and walk-ons.
3. Prior to the start of the academic term, but not later than one week prior to the FIU payment due date, the FAO, using the Statement of Financial Support, and PantherSoft will review the institutional and outside aid for each student-athlete. The PantherSoft system details each student-athlete’s financial aid, including name of award and amount awarded.
4. It will be necessary to determine whether the institutional and outside aid is countable within the team equivalency limits and/or the student-athlete individual limit. For all outside scholarships, the FAO will need to have on file, a list of the criteria for each award.
5. The FAO will need to contact each student-athlete, and if necessary the awarding agency, to obtain the award’s criteria. This data is shared with the Athletic Compliance Office (ACO) and both parties will determine whether the award is countable or exempt. The ACO will inform the FAO on whether the student-athlete may receive the involved award.
6. All outside awards should be distributed through the FAO on campus.
7. The FAO will post any outside awards for student-athletes in the PantherSoft and CA systems. The FAO will review the award report for verification of awards.
8. Once the information has been reviewed, it will need to be entered on the Squad List for each sport. For institutional financial aid, the NCAA CA has built in procedures for determining countable institutional financial aid.
9. A final verification is done during the late spring when the final Squad Lists are being produced.
TEXTBOOK DISTRIBUTION PROCEDURE

Purpose: To ensure that textbooks are distributed to scholarship student-athletes within applicable NCAA guidelines

Primary Responsibility:
- Athletic Compliance Office (ACO)
- Student-Athlete Academic Center Office Manager (SAAC)
- Athletic Business Office

Contact:
- Faculty Athletics Representative
- Office of Financial Aid
- University Bookstore Representatives

Procedure:

REFER TO SAAC
ON-CAMPUS HOUSING PROCEDURE

Purpose: To secure on-campus living arrangements for current and incoming student-athletes.

Responsibility: Coaches
Residential Life Office (RLO)
Athletic Compliance Office (ACO)
Student-Athlete
Financial Aid Office (FAO)
Athletics Business Office (ABO)

Procedure:

1. All students who will be living on campus must register for housing and meet the Residential Life deadlines each year.
2. A list of all student-athletes receiving athletic grant-in-aids will be sent to the Residential Life Office (RLO) by the Athletic Compliance Office (ACO). This list will be updated continually until the start of classes each fall.

INCOMING STUDENT-ATHLETES

In April of each year, Coaches are responsible for submitting to the Residential Life Office a list of all incoming and transfer student-athletes for whom they are requesting housing.

CONTINUING STUDENT-ATHLETES

1. Continuing student-athletes are permitted to retain their rooms from semester to semester.
2. By April 1, continuing student-athletes are responsible for their annual housing contracts with the RLO.
3. Once the contracts are submitted they can only be canceled through the RLO. Since cancellations or changes of contracts they may involve financial penalties, student-athletes should be encouraged to find out all of the facts before requesting changes.
4. Some room changes are available at the beginning of each semester and must be processed through the RLO. Some room changes may result in a higher room rate. Additionally, each semester on-campus students may participate in the Room Change Process to change rooms or residences for the following semester. New assignments are distributed according to semester standing (highest first). Residence Life official announcements notify residents of procedures and dates (via website and emails). The student-athlete must submit the request through the Residential Life room draw with the rest of the FIU population. Reasonable requests for room changes that were unavailable through the FIU-wide draw will be handled by the RLO based on availability.
OFF-CAMPUS HOUSING PROCEDURE

Purpose: To ensure that student-athletes living off-campus are provided with the appropriate room and board amounts.

Responsibility: Financial Aid Office (FAO)
Athletic Compliance Office (ACO)
Head Coach

Procedure:

1. **Due July 1**, Coaches shall provide the Athletics Compliance Office (ACO) a tentative list of all student-athletes who will be living off-campus for the academic year.
2. The ACO will receive from the Financial Aid Office (FAO) a yearly breakdown of costs to be utilized in determining the appropriate off-campus room and board rates.
3. Prior to the start of the academic year, the ACO will prepare a list of all student-athletes receiving room and board as part of their scholarship and who are living off-campus. This list will include the student-athlete’s name, PantherSoft ID number and semester figure to be disbursed to the student-athlete.
4. The list prepared by the ACO is then cross-checked by the FAO and then entered into PantherSoft to be posted and dispersed through direct deposit.
5. **Please note that the student-athletes are required to submit a copy of their lease for off-campus housing prior to financial aid funds being disbursed.**
POST-SEASON HOUSING
RECONCILIATION PROCEDURE

Purpose: To ensure that the amount post-season housing money awarded to student-athletes is calculated and distributed within applicable NCAA and FIU guidelines.

Responsibility:
- Athletic Compliance Office (ACO)
- Head Coach
- Sport Administrator
- Athletic Business Office (ABO)
- Residential Life Office (RLO)
- Student-Financials Office
- Student-Athletes (SA’s)

Procedure:

1. Once all teams are done with post season and checked out of housing, they will send the ACO an invoice. Along with the invoice is a detailed spreadsheet for each SA in post season.
2. ACO will review the spreadsheet to make sure only approved SA’s were in post season housing and that they checked out at the appropriate time.
3. ACO will make any changes and send back to Residential Life Office (RLO).
4. RLO will then make those changes and send the invoice to ACO.
5. ACO will again review and sent to the ABO for payment. At the same time ACO will notify the coaches of any of their SA’s that owe money for miscellaneous expenses in housing and/or late check-out fees. Also housing will be notifying the student-financials office to place these charges on the SA’s accounts.
6. ABO then sends the RLO payment.
NCAA STUDENT ASSISTANCE FUND (SAF) PROCEDURE

Purpose: To ensure that the NCAA Student Assistant Fund is awarded and distributed within applicable NCAA, Conference and FIU guidelines.

Responsibility:
- Athletic Business Office (ABO)
- Sr. Associate Athletic Director/SWA
- Director of Athletics
- Training Room
- Student-Athlete Academic Advisors
- Athletics Business Office (ABO)
- Faculty Athletic Representative (FAR)
- Accounts Payable
- Conference Office

Procedure:
1. The following are a list of FIU’s priority for uses of the SAF fund.
   a. Medical
   b. International Taxes
   c. Emergencies
   d. All other requests are based on the funds available and the uniqueness of each case. Approvals of such funds are on a case by case basis with a decision that will come from the Sr. Associate Athletic Director/SWA and Director of Athletics.
2. The athletics business office (ABO) reviews each application and forwards them to the Sr. Associate Athletic Director for review.
3. Once approved they are sent to the Conference Office for approval.
4. Once approved the Conference Office will send a check to FIU.
5. The check along with the approvals to the ABO. If the request is a refund for the student-athlete the ABO will send the money to the Financial Aid Coordinator in the Office of Financial Aid who would disburse it through Panthersoft. If the request is for a medical bill or through a vendor the ABO will pay directly to the vendor.
6. The ABO will keep a running total of the amount of the fund both utilized and remaining, and submit the end of year report to the Conference Office.
7. The ABO will complete and submit the annual NCAA report for the Student Assistance Fund.
SUMMER SCHOOL FINANCIAL AID
PROCEDURE

Purpose: All student-athletes requesting summer athletic aid will complete the summer school application process. Only applications completed in their entirety will be considered for athletic summer aid. Financial aid awarded to student-athletes during the summer is calculated and distributed within applicable NCAA and FIU guidelines.

Responsibility: Financial Aid Office (FAO)
Athletic Compliance Office (ACO)
Student-Athlete
Sr. Associate Athletic Director/SWA
Academic Counselors – SAAC
Athletic Business Office (ABO)
Head Coach

Procedure:

1. The Financial Aid Office provides the Athletics Compliance Office (ACO) full grant-in-grant summer school costs. ACO works with financial aid office to set-up an Excel chart showing figures to be utilized for tuition & fees, room, board and books to calculate equivalency. (February)
2. ACO sends excel spreadsheet by team in advance of scheduled summer school application review meetings. (April 1 annually)
3. SAAC advisors create a preliminary summer school list based off projections for eligibility, timing for graduation etc. (February)
4. Email summer school application to coaches. Head coaches meet with teams regarding summer school application process and advise all to meet with major advisor. (February/March)
5. After major advisor meeting each student meets with their SAAC advisor to review and clarify questions for summer classes and discuss progression/graduation plan (March)
6. Students register for summer school and Fall classes (April 1, 2013).
7. Summer school applications are submitted to head coach by the student-athlete. Coach turns in all team applications to the SAAC by the submission deadline. (April 8, 2013)
8. Justifications, graduation plans (for students with 84 or more credits earned), eligibility, are discussed with and documented for each student by SAAC advisor in preparation for summer school review meetings. Each application also includes printed schedule and unofficial transcript. (beginning of April)
9. Upon completion of application packet as reviewed by the SAAC, the summer school meetings are set-up by team and the assigned SAAC advisor with the Sr. Associate Athletic Director/SWA. (beginning of April)
10. Following each team’s summer school application review meeting the Sr. Associate AD/SWA submits the spreadsheet back to the ACO (financial aid specialist) for review. The ACO inputs the value of award granted. After final review by Sr. Associate AD/SWA, the ACO forwards to the financial aid office to post the awarded scholarship to the students account.
11. The coach is notified by email of the student’s summer aid status. Each coach informs the student-athlete of their level of awarded summer aid.
12. Grades released and if appropriate summer school list re-evaluated. Students are ADDED or DROPPED from summer terms and students and housing is informed as appropriate.
Addition notes:

1. Housing may only be awarded to students with permanent residence outside Dade or Broward county. Exceptions may be considered by the Sr. Associate AD/SWA.

2. The students must complete all courses in which they register for during Summer School. If they withdraw from any or all courses during the term, or receive a grade of “F,” or a grade that does not count toward my degree or receive the same grade in a repeated class, they will be billed for the scholarship funds received (this may include tuition, fees, room, board, and book, see S-A receivables in the student-athlete handbook). If a student signs a professional contract during the Summer School term, the athletics compliance office should be notified immediately. Any courses that have an additional fee (including online/hybrid courses) must be approved in advance or the fee will be the financial responsibility of the student.
Please print clearly and be sure to attach a Class Schedule and Unofficial Transcript. Only applications completed accurately and in their entirety will be considered. Per NCAA rules, you are only permitted to receive the amount of athletic aid that you received during the academic year (e.g., tuition, fees and books or percentage of aid).

Student-Athlete: ___________________________  Sport: ___________________________

Cell Number: ____________________  Email: _______________________  Panther ID: __________

Are you a resident of Dade or Broward County? Yes ___  No ___  If no, are you a Florida resident? Yes ___ No ___

Upper Division/SAAC Advisor – Progress Toward Degree Plan
Please attach a list of the courses the student needs to take during the summer to earn progress toward his/her degree. Please also identify any prerequisites the student may need for a course (Fall term) or if any require a sequential order.

__________________________  ___________________________ ___________________
Upper Division Advisor / Signature                          Print Name                                                              Date

__________________________ ___________________________ ___________________
SAAC Advisor                                                         Print Name                                                              Date

Students with 84 credits or more must attach degree graduation plan, term by term, signed off by SAAC.

Reason for Enrollment Request (Please attach explanation):
Eligibility: ________  Enrichment/Graduate Early: _________  Other: ___________

All courses must be applicable toward degree requirements (List all courses with course numbers).

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Request Housing for Summer 2014: On-Campus: A ___  B ___  C ___  Off-Campus: A ___  B ___  C ___

Note: Housing may only be provided to students that do not live in the Dade/Broward area and receive housing during the academic year.
** Housing will not be provided if you enroll in only online courses and/or internships.

PLEASE READ PRIOR TO SIGNING BELOW:
I understand that if my summer school request is denied I may appeal the decision through the Director of Athletics or his designee. I also understand that I must complete all courses in which I register during Summer School. If I withdraw from any or all courses during the term, or receive a grade of “F,” or a grade that does not count toward my degree or receive the same grade in a repeated class, I will be billed for the scholarship funds that I received (this may include tuition, fees, room, board, and book, see S-A receivables in your student handbook). Also, if I sign a professional contract during my Summer School term, I will immediately inform the Athletics Compliance Office. I understand that any courses that have an additional fee (including online/hybrid courses) must be approved in advance or I will be financially responsible.

__________________________________________ __________________________
Student-Athlete Signature                                                                                  Date

Athletics Administration Use Only:

Session A B C Approve ___ Deny ___ #Credits ___ Comment: ____________________________

Session A B C Approve ___ Deny ___ #Credits ___ Comment: ____________________________

Athletic Director or Sr. Assoc. AD/SWA: ____________________________

Section 5 - Rev. 6/1/2013
POST-ELIGIBILITY FINANCIAL AID PROCEDURE

Purpose: To ensure that post-eligibility financial aid is calculated and distributed within applicable NCAA and FIU guidelines.

Responsibility: Financial Aid Office (FAO)
                 Athletic Compliance Office (ACO)
                 Head Coach
                 Sport Administrator
                 Director of Athletics
                 Academic Advisor
                 Assistant Athletic Director for Student-Athlete Community Relations and Development

Procedure:

1. **In April**, the Athletic Compliance Office (ACO) submits a memo to all Head Coaches requesting that a list be compiled of all student-athletes who have exhausted eligibility and are being recommended for fifth-year aid.

2. The student-athlete’s advisor must attach a letter with a plan for graduation. All requests must be approved by the Head Coach and ultimately decided upon by the Director of Athletics. The list is forwarded to the Director of Athletics/Sport Administrator.

3. All post-eligibility financial-aid recipients must also have internship/work hours within the athletic department. This will be coordinated with the Assistant Athletic Director for Student-Athlete Community Relations and Development.

4. **Three weeks prior to the start of each term**, the FAO will calculate and post the athletic aid for the approved post-eligibility student-athletes:
   a. The student-athlete will receive a scholarship percentage equivalent to the maximum of what they received during their final year of eligibility.
   b. The aid is calculated, communicated and posted identical to current student-athletes.
VACATION PERIOD
MEAL MONEY PROCEDURE

Purpose: To ensure that the amount of vacation meal money awarded to student-athletes is calculated and distributed within applicable NCAA and FIU guidelines.

Responsibility: Athletic Compliance Office (ACO)
              Head Coach
              Athletics Business Office (ABO)
              Sport Administrator

Procedure:

1. Three weeks prior to any vacation period, the ACO requests from each head coach a list of all student-athletes, PantherSoft ID number and local address requiring vacation meal money.
2. The Head Coach submits the information back to the ACO. Coaches submit the following information:
   a. Dates Requested – Meal money is only permitted for days in official vacation periods and days not covered under meal plan or stipend check. Money is only available for teams that are practicing/competing during the vacation period.
   b. Dates of Team Travel – Money is not awarded when the student-athlete is traveling with the team inasmuch as they will receive legislated per diem.
   c. Participating Athletes – Cross out any student-athlete(s) that is/are not required to remain on campus during the vacation period for practice and/or competition.
   d. For each student-athlete, indicate YES or NO if the student-athlete lives with a parent. If the student-athlete lives with a parent, they are not eligible for any housing or meal money during the vacation period.
   e. Head Coach needs to sign and date the request.
3. ACO then:
   a. Verifies that each student-athlete is eligible to receive vacation meal money.
   b. Indicates which vacation period the request is for (e.g., Thanksgiving Break, Holiday Break, Spring Break, Summer).
   c. Indicates the dates that meals on campus are not served.
   d. Calculates meal allowance. The total per day multiplied by the number of days equals the total per person.
   e. The total per person multiplied by the number of approved people is the total amount that the Head Coach will receive as a meal allowance.
4. The amounts are verified by the Sport Administrator and then forwarded to the Athletic Business Office (ABO).
5. The ABO will notify Head Coaches when money is available.
6. After the coaches receive and distribute the money to their student-athletes, the student-athletes sign for disbursements and the documentation is returned to the ACO and ABO.
PRE/POST-SEASON MEAL AND HOUSING MONEY PROCEDURE

Purpose: To ensure that the amount of pre/post-season meal & housing money awarded to student-athletes is calculated and distributed within applicable NCAA and FIU guidelines.

Responsibility: Athletic Compliance Office (ACO)
Head Coach
Sport Administrator
Athletics Business Office (ABO)
Resident Life Office (RLO)
Financial Aid Office (FAO)

Post-Season Meals and Housing

1. For Pre-Season Head Coaches are sent a memo from the Athletic Compliance Office (ACO) requesting their preseason housing and meal needs. The list is sent to ACO. Once ACO approves the list it will be forwarded to the coach, Residential Life Office (RLO) and the Sport Administrator.
2. The head coaches then will work with the RLO to secure dorm space.
3. The sports administrator makes arrangements with Aramark for the time period our teams are required to be on campus. All meals are eaten as a team. No cash is given and no make-up meals are given.

Post-Season Meals and Housing

1. Once a team qualifies for post-season competition, Head Coaches are sent a memo from the ACO requesting their postseason housing and meal needs. These numbers are then forwarded by the ACO to the RLO to reserve necessary space.
2. Once a team qualifies for post-season competition the Head Coach submits the meal information back to the ACO. Coaches submit the following information:
   a. Dates Requested – Meal money is only permitted for days in official vacation periods and days not covered under meal plan or stipend check. Money is only available for teams that are practicing/competing during the vacation period.
   b. Dates of Team Travel – Money is not awarded when the student-athlete is traveling with the team inasmuch as they will receive legislated per diem.
   c. Participating Athletes – Cross out any student-athlete(s) that is/are not required to remain on campus during the vacation period for practice and/or competition.
   d. For each student-athlete, indicate YES or NO if the student-athlete lives with a parent. If the student-athlete lives with a parent, they are not eligible for any housing or meal money during the vacation period.
   e. Head Coach needs to sign and date the request.
3. ACO then:
   a. Verifies that each student-athlete is eligible to receive vacation meal money.
   b. Indicates which vacation period the request is for (e.g., Thanksgiving Break, Holiday Break, Spring Break, Summer).
c. Indicates the dates that meals on campus are not served.
d. Calculates meal allowance. The total per day multiplied by the number of days equals the total per person.
e. The total per person multiplied by the number of approved people is the total amount that the Head Coach will receive as a meal allowance.
4. The amounts are verified by the Sport Administrator and then forwarded to the Athletic Business Office (ABO).
5. The ABO will notify Head Coaches when money is available.
6. After the coaches receive and distribute the money to their student-athletes, the student-athletes sign for disbursements and the documentation is returned to the ACO and ABO.
Purpose: To ensure that all National Letters of Intent (NLI) are issued and signed within applicable NCAA Legislature.

Responsibility: Athletic Compliance Office (ACO)  
Director of Athletics  
Financial Aid Office (FAO)  
Head Coach  
Sport Administrator  
Media Relations  
Sports Medicine  
Weight Room  
Facilities  
Faculty Athletics Representative (FAR)  
Sun Belt Conference Office

Procedure:

1. At least one month prior to each National Letter of Intent (NLI) signing period, the Athletic Compliance Office (ACO) will send a memorandum to all Head Coaches outlining the NLI procedure and the steps each coach must take in order to have an NLI processed. Every packet must include the following:
   a. NLI/Financial Aid Request
   b. Valid approved physical
   c. Approved academic evaluation or transcripts and test scores

2. At least one week prior to each NLI signing period, the ACO will update each sport administrator with the current scholarship status for each sport he/she supervises. This report will give the sport administrator a current scholarship number available for the upcoming NLI signing period.

3. The coach will need to complete the National Letter of Intent/Athletic Scholarship Request.

4. The ACO verifies that the prospect has registered with NCAA Eligibility Center and is on FIU’s institutional request list (IRL) and has answered all Amateurism questions.

5. All academic evaluation from the ACO will need to be done prior to turning in the NLI paperwork. If you are turning in transcripts and test scores at the same time as the NLI and Athletic Scholarship Request please turn in at least two weeks prior to when you would like the paperwork completed.

6. PSA must complete Sports Medicine’s Physical Evaluation Form and return to Sports Medicine for review. NLI and Financial Aid Agreement will not be processed until the ACO has confirmation from the Sports Medicine Staff.

7. Coaches must turn in the NLI/Scholarship Request Form with attachments to ACO. Please turn in paperwork at least one week prior to the date you wish to mail the NLI and Athletic Financial Aid Agreement. NLI and Financial Aid Agreement will not be processed unless all information is turned in.

8. If request is approved, the Head Coach will be notified. The NLI and Athletic Financial Aid Agreement will be completed with all appropriate signatures in the ACO, Financial Aid Office (FAO), and Athletic Administration.

9. If request is denied, the Head Coach will also be notified.
10. Once all forms have been completed and signed, the packet will be provided to the Head Coach for review and approval. This packet will include a letter explaining how to sign the NLI and Athletic Financial Aid Agreement, three NLIs and two Athletic Financial Aid Agreements.

11. The Head Coach will be responsible to mail/email/fax the NLI packet to the prospective student-athlete. You may include a return envelope for the prospective student-athlete to return the signed forms. The ACO encourages the staff to email the documents for speed and documentation.

12. The NLI and Athletic Financial Aid Agreement signed by the prospect and his/her parent or legal guardian must be returned to the ACO within 14 days of issuance for review as soon as it is received.

13. Once the NLI and Athletic Financial Aid Agreement has been returned and verified for validation, the ACO staff should complete the following:
   a. The original documents are scanned and emailed as a PDF to the Conference Office immediately (at the latest within 21 days of the final signature), the Director of ACO and Head should be copied on the email, a hard copy should be placed in the ACO NLI Binder.
   b. Once the conference office validates the NLI, the ACO should notify by email Director of Athletics, Sport Administrator, strength & conditioning, facilities, sports medicine and the media relations contact person(s) and the SAAC.
   c. Electronic copies of each document shall be forwarded to the appropriate Head Coach and the a copy of the financial aid agreement to the Financial Aid Office.
   d. A hard copy of each documents shall be placed in the Student-Athlete’s file.
   e. If the NLI is invalid for any reason, it can be reissued within the signing window, but the prospective student-athlete shall be notified of the invalid NLI within 5 business days of the conference office notification. The financial aid agreement remains valid.

NOTE: ALL NLI’S MUST BE FILED WITH THE CONFERENCE OFFICE WITHIN TWENTY-ONE (21) DAYS OF THE LAST DATED SIGNATURE ON THE NLI.

ADDITIONAL REMINDER:

There is a DEAD PERIOD surrounding the NLI signing period. Please check with the ACO regarding the dead period.
NLI/GRANT-IN-AID REQUEST FOR INTERNATIONAL PSA CHECKLIST

- **STEP 1:** Prior to National Letter of Intent (NLI)/Grant-In-Aid (GIA) Request a FIU Coach will have the PISA complete the **FIU International Historical Questionnaire** and return it to the Coach to be forwarded to the Athletic Compliance Office (ACO).

- **STEP 2:** PSA must register with the NCAA Eligibility Center (EC) and is responsible for submitting all transcripts, including translated transcripts, and all test scores. In addition, the PSA must complete the **Amateurism** form to be officially registered with the Eligibility Center.

- **STEP 3:** For ANY athletic participation items listed on the **FIU International Historical Questionnaire**, the FIU coach must forward to the PISA, the **NCAA Amateurism Team Statement/Questionnaires** for each separate athletic participation item listed in the **FIU International Historical Questionnaire**. These forms are to be completed by an administrator/manager of the team and not the PISA or Coach. These forms should be returned to the FIU Coach and forwarded to the ACO.

- **STEP 4:** If there are gaps in athletic participation listed, the PISA must complete the **FIU Statement of Athletic Participation Gaps Form** and return to the FIU Coach to be forwarded to the ACO.

- **STEP 5:** Coach signs the **Certification of Amateurism Form** and returns to ACO.

- **STEP 6:** Once all paperwork is completed and submitted to the ACO, an NLI and or GIA will be issued to the FIU Coach for the PISA.

- **STEP 7:** Student-Athlete must be fully admitted to FIU.

- **STEP 8:** Applicable Steps 1 – 7 must be completed prior to the PISA receiving I-20.

- **STEP 9:** PISA completes **NCAA International SA Questionnaire** during reporting day athletics compliance meeting which is reviewed by the ACO for student-athlete eligibility.